

## Management Advisory Group International, Inc. Performing Supervisor Reviews

Supervisors are asked to perform a review of the Job Analysis Questionnaire of their direct reports. Supervisors should not attempt to change an employee's responses, nor ask the employee to do so, but should prepare their own comments about the work required of the job assigned to each employee who reports directly to the supervisor. In this way we have a document that is recognized by the courts as having been completed by the "subject matter experts".

A supervisor can review the progress of an employee, but cannot save any comments in the supervisor review until the employee has clicked the "Finished" button found on the main menu of the JAQ. Once the employee has formally "Finished" the JAQ, no changes can be made, other than changing the supervisor or accessing subordinates JAQs to perform a review.

To perform the review, the supervisor logs into their own JAQ, and proceed to the Subordinates page (5). There are instructions on page five that read as follows:

If you are a **Supervisor** the people in the list below have selected you as supervisor. If you do not find all of your employees, the missing employees have not started the Questionnaire, or they didn't select your name as supervisor. You need to make sure that the Employee has selected the correct supervisor. The Supervisor listing on the first page of the Questionnaire may be changed even if the Employee has clicked the Finished button.

**Come back to this page** after your Employees have finished and finalized (clicked Finished on) their Questionnaires, you will then be able to review the Employee Questionnaires by clicking the **Review JAQ** Button. Until then you may view the progress of the Employee by clicking the Review button, but you will not be able to begin the Review.

When you Review an Employee's Questionnaire you will be able to:

1. Check Agree or Disagree.
2. Select alternative job description choices.
3. Add comments in the Supervisor Comment box provided.

If you check "Agree" no comment is required. If you check "Disagree" a brief comment and an alternate choice is required.

If you make a different choice than the employee, the Disagree button will automatically be checked.

The last act to perform is to return to the main menu of the subordinate's JAQ review and click "Finished" to formally finish the review. After that, simply click the long "Return to supervisor's page" button on the same page. After finishing the review, the "REV" box will be checked. (Note: supervisors must visit and agree or disagree with the employee on every page, or the review cannot be finished.)

One other item of note is that occasionally employees have not properly set their supervisor on their JAQ. The next page deals with that issue.



## IF SUBORDINATES DO NOT APPEAR ON THE SUBORDINATES PAGE

If the supervisor's name appears on the employee's JAQ (Section 1 of the JAQ), but does not show up on the supervisor's JAQ on the "Subordinates" page (Section 5 of the JAQ), the employee will need to set or reset the supervisor following the simple 4 step instructions below.

### Caution in Setting the Supervisor:

Only **one button** sets the supervisor relationship and is marked "Set Supervisor" or, after an attempt has been made to set the supervisor, shows as "Change/Reset Supervisor". . Clicking this button actually creates a link to the appropriate place on the supervisor's JAQ.

The other button on the page is marked "Save" and saves the balance of the data as displayed on the page, but **does not** set the supervisor relationship.

### How to Set the Supervisor:

To correct the problem, just follow the 4 steps below, exactly as written.

- 1) Have the employees go back into their JAQ to Section 1 – this is where you set or change the supervisor. (***Even if they have clicked "finished" they can still set or change the supervisor selection.***)
- 2) Click the "Change/Reset" button by the supervisor's name.
- 3) Select the supervisor again from the drop-down lists that appears.
- 4) Click "Set Supervisor" button when it appears ***above the fields*** where the supervisor is selected. (There is also a red warning that appears to prompt employees to click the correct button.) **Do NOT click the save button. That will not set the supervisor.**

The supervisor will need to **re-open** his or her JAQ to refresh the subordinates' page. At this time, the employees will appear. If not, repeat the process. (No one has ever reported having to repeat the process.)

